



STAFF SERVICES ANALYST (GENERAL) TRANSFER EXAMINATION

Department:	Department of Motor Vehicles
Final Filing Date:	Continuous
Type of Recruitment:	Departmental Promotional
Salary:	MONTHLY-RANGED-SALARY - A \$2,817 to \$3,426 B \$3,050 to \$3,708 C \$3,658 to \$4,446

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

This Staff Services Analyst (SSA) (General) Transfer Examination for the Department of Motor Vehicles (DMV) is limited to current DMV employees who may laterally transfer to the SSA (General) classification and/or DMV employees who meet the requirements to laterally transfer to the SSA (General) classification **and** have a bona fide job offer for an SSA (General) position from another California State department.

FILING PERIOD

Testing is considered continuous, as dates can be set as conditions warrant. Scheduling priority will be given to those employees who meet the requirements to laterally transfer to the SSA (General) classification **and** have a bona fide job offer for an SSA (General) position from another California State department.

For employees who meet the requirements to laterally transfer to the SSA (General) classification but do not have a bona fide job offer from any California State department, the Selection and Certification Unit will accept the Staff Services Analyst (General) Transfer Examination Application (ADM 8044) continuously and will schedule applicants on a first-come, first-served basis.

FILING INSTRUCTIONS

Standard State Applications (STD. 678) will **NOT** be accepted for this examination. To apply, complete a Staff Services Analyst (General) Transfer Examination Application (ADM 8044) and submit it using one of the two options below:

Postmarked by mail to:
Department of Motor Vehicles
Selection & Certification Unit
SSA (General) Transfer Examination
P.O. Box 932315, MS A208
Sacramento, CA 94232-3150

OR

In person by 5 p.m. to:
Department of Motor Vehicles
Human Resources Branch
Selection & Certification Unit Drop Box
2415 1st Avenue, 1st Floor Lobby
Sacramento, CA 95818

FILING INSTRUCTIONS (Continued)

The Staff Services Analyst (General) Transfer Examination Application (ADM 8044) is available on the DMV Driver at <http://dmvweb/apps/fais/FORMS/ADM%208044%20N3-2013%20AS%20DMVWeb.pdf>.

Please provide active email addresses on your Staff Services Analyst (General) Transfer Examination Application (ADM 8044), as you may receive important examination information electronically.

WRITTEN TEST DATE

Written tests will be scheduled in locations as conditions warrant. Candidates will receive notice of testing via email no less than five (5) working days prior to their scheduled test date.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please mark the appropriate box on the Staff Services Analyst (General) Transfer Examination Application (ADM 8044). You will be contacted about specific testing arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Applicants who may laterally transfer to SSA (General) classification by the date they submit their Staff Services Analyst (General) Transfer Examination Application (ADM 8044) will be admitted to the SSA (General) Transfer Examination.

Please note that acceptance into the SSA (General) Transfer Examination **does not** confirm transfer eligibility to the SSA (General) classification. A formal transfer eligibility verification **must** be completed by the DMV Human Resources Branch Classification and Personnel Consultation Unit prior to a job offer.

SCOPE OF EXAMINATION

WRITTEN TEST – PASS/FAIL

This examination will consist of a written test weighted pass/fail. A passing score on the written test satisfies the SSA (General) Transfer Examination requirement indefinitely.

Candidates who do **not** pass the written test **must** wait a minimum of six (6) months to re-apply and re-test.

The SSA (General) Transfer Examination consists of the following test sections:

TEST SECTION	SUBJECT
I	Quantitative Analysis
II	Data Analysis and Interpretation
III	Workload Management/Project Management Scenarios

GENERAL INFORMATION

The Department of Motor Vehicles reserves the right to revise the examination plan to better meet the needs of the State, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Questions regarding the SSA (General) Transfer Examination may be directed to the Selection and Certification Unit at (916) 657-7553.

Bulletin Release Date: April 25, 2013

STAFF SERVICES ANALYST (GENERAL) TRANSFER EXAMINATION APPLICATION

To apply, complete Sections I, II, and III of this form and submit using one of the two options below:

By mail to:

Department of Motor Vehicles
 Selection and Certification Unit
SSA Transfer Exam
 P.O. Box 932315, MS A208
 Sacramento, CA 94232-3150

OR

In person to:

Department of Motor Vehicles
 Human Resources Branch
"Selection & Certification Unit Drop Box"
 2415 1st Avenue, 1st Floor Lobby
 Sacramento, CA 95818

Standard State Applications (STD. 678) and **faxed** Staff Services Analyst (General) Transfer Examination Applications (ADM 8044) will **not** be accepted for this examination.

Please provide your email address(es) below, as you may receive important examination information electronically.

SECTION I – APPLICANT INFORMATION

NAME (LAST)	(FIRST)	(M.I.)	SOCIAL SECURITY NUMBER (LAST FOUR)
MAILING ADDRESS (NUMBER, STREET, APT/UNIT)		WORK TELEPHONE NUMBER ()	WORK EMAIL ADDRESS
CITY	COUNTY	STATE	ZIP CODE
		HOME TELEPHONE NUMBER ()	HOME EMAIL ADDRESS

SECTION II – QUESTIONNAIRE

1. Are you currently employed by the Department of Motor Vehicles (DMV)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Do you need reasonable accommodation to take a written test? If "YES," you will be notified to make specific arrangements.	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Do you have a pending job offer for a Staff Services Analyst (General) position outside the DMV? If "YES," the hiring manager will be contacted for verification. Provide the hiring manager's information below:	<input type="checkbox"/> YES <input type="checkbox"/> NO
HIRING MANAGER'S NAME	PHONE NUMBER

SECTION III – APPLICANT SIGNATURE

SIGNATURE X	DATE
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SECTION IV – HRB SELECTION AND CERTIFICATION UNIT (SCU) USE ONLY

HIGHEST A01 CLASSIFICATION	ACCEPTABLE CLASSIFICATION? <input type="checkbox"/> YES <input type="checkbox"/> NO	POSITION NUMBER	TENURE	TIME BASE
PRIOR SSA LIST INQUIRY <input type="checkbox"/> PASSED <input type="checkbox"/> FAILED DATE:		TRANSFER EXAM REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	TRANSFER EXAM APPLICATION <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED	
DATE REJECT NOTICE MAILED				
VERIFIED BY (PRINT NAME)		SIGNATURE X		DATE
WRITTEN TEST DATE	SSA TRANSFER EXAM RESULTS <input type="checkbox"/> PASSED <input type="checkbox"/> FAILED			
DATE NOTICE TO APPEAR EMAILED	COMMENTS			
DATE RESULTS ENTERED IN LEGACY				
DATE FINAL RESULTS MAILED				